

**1. Attendees** Simon Craig (Chair), Jeff Dandy, Jonathon Hartley, Thomas Burrow, Sandra Collings, Phillip Heath, Alison Meadows, Phil Collier, David McKendry

**Apologies** Owain Miln, Keith Johnson, David McKendry, Zoe Guest, Rob Dunphy,

**2. Minutes of previous meeting** The minutes were agreed and accepted Proposer: Jeff Dandy, Seconded: Paula Moore

**3. Statement from Chairman** Simon rationalised his decision to email the board outside of a scheduled meeting re: Christmas lights, due to the complexity and urgency, when new information was presented and required a rapid response. Simon declared that going forward this would not occur and the board agreed a quorum vote would take place as an alternative. Phil Collier commented that in future, he would only offer an opinion to the Board if we require it.

**4. Resignations** The Board accepts Bill Johnson's resignation. Stephen Metcalf was to be approached again to consider his position as a BID Board Director. This was concluded after there was confusion over meetings that had taken place outside of the Board Schedule and was offered to ensure Stephen was making the right decision, with the right information.  
[Jeff Dandy to take the lead on this.](#)

## 5. Financial Review

Bank account has been opened and the residual fund will be transferred across [Phil H and Simon](#) to action.

At the next meeting we will decide on another signatory should Stephen not return as treasurer.

[Action point for next agenda](#)

Funds should start coming 15<sup>th</sup> November.

Information from other BID suggest 90% of levy money comes in the first 2 weeks. Our annual income is now calculated at £163,000.

## 6. Christmas 2016 – final review

We are not financially supporting the lights switch-on this year. A local community group is planning an event. Cumbria County Council will be supporting the group and funds are being donated from a local company. They also have a stage offer. The Bay is not involved but will report on it. Barrow Borough Council is supporting the Health and Safety aspect.

[£1.20 parking from 12 noon will be offered to the group by Phil Collier. Phil will also offer the BID support asking the group if we can help on a non-financial basis. The lights switch on is 19<sup>th</sup> November.](#)

## 7. BID Manager Report

Please read separate document attached. Point to note healthy high Streets Meeting 10<sup>th</sup> November.

[All to have a look at burnley.co.uk.](http://burnley.co.uk)

## 8. Strategy Update

The strategy group fed back to the board following their first meeting.

Levy receipts were calculated at worst case scenario and agreed that we would work with £145,000

BID manager salary £21,000

Levy collection costs £9,205

Ad-hoc running costs £4,795

Leaving £110,000 to be spent each year on achieving business plan.

Note: This is without considering any outside funding.

The group then considered what the 5-year plan should be and what did we want to achieve. We

agreed that we wanted a town centre that was fit for

purpose and able to support and grow with future needs. Therefore, we should be asking the future

population what they wanted to see. Obviously, this

can't be a carte blanche, as we can't knock down and rebuild but we could gather some ideas on what a perfect Barrow could look like and include.

With this in mind, it was decided to explore the possibilities of running a competition with local schools to ask them to design and list amenities they would like to see.

This would require some careful thought and all "users" should be considered. E.g. Parents, elderly, disabled etc.

We should also be using young enterprise schemes to get the youth involved.

[Further meeting to planned following](#)

[PC meeting with St Bernard's to gather further info.](#)

## 9. Traffic Movement Study

[Phil Collier will circulate the Traffic Study.](#)

All to review and place priorities into a High-Med-Low ranking order. Phil C will then go to FDF and LEP for grants with a running order.

[All Directors to Review and feedback to Phil Collier before the next board meeting.](#)

## 10. Car park update

Free after 3 is going ahead on two town centre car parks – Portland Walk and Whittaker Street. We are just awaiting confirmed dates for this – likely to be from 1<sup>st</sup> December.

[PC to confirm.](#)

## 11. Shop jacket Update

Shop jacket consultants have been paid for their consultancy work. There is still an option to debate on whether we take up their recommendations or use residual cap ex funds in some alternative method.

[Action point for next agenda](#)

## 12. BID Manager Car Park

The shop front grant scheme that we have taken over from BBC will generate additional workload for Phil Collier. There are approx. 7 applications to date.

Under the terms of agreement with BBC, BID is to be granted 5% of each application. Each application is worth approx £225 to the BID. £225 x 7 =£1575.

The BID has been offered a car park contract of £720 per annum. Using these funds it was proposed to

purchase this car park contract and present to the BID manager. This will save approx £320 per annum in car parking receipts. The remaining balance from all future shop front grant schemes will be paid into the BID funds.

**13. AOB**

None tabled.

**14. Date of next meeting**

9<sup>th</sup> November 5.30pm

